

**LIBRARY PARKING GARAGE
101 N. STONE AVENUE
PARKING RULES AND REGULATIONS**

Monthly parking is located on the **3rd level** of the Library Parking Garage. All parking will be on a first-come, first-served basis. The City reserves the right to designate reserved parking whenever necessary.

- Customers who have been notified that a space is available, must come to the ParkWise Office, 110 E Pennington, Suite 150 and fill out the necessary paperwork and an access card and sticker will be issued. **All information provided to the ParkWise Office will remain confidential.**
- Payment for this parking lot is on a pre-paid basis, and **is due on the 1st of every month. If the payment is not made by the 6th day of the month a \$5 late fee will be incurred.**
- City employees may only sign up and pay for parking privileges through the City of Tucson payroll deduction program. Credit will not be given for holidays, vacations, or other employee leave time. There is no initial start-up fee. Billing is performed on a prepaid basis.
- The pre-pay period option is also available for Pima County employees through the Pima County Finance Office. Please call Pima County Finance at 740-8041 or go to 130 W. Congress 7th floor, when you have been notified that a space is available. You will then come to the ParkWise Office, 110 E. Pennington St., Suite 150 with a copy of the completed Pima County payroll deduction form.
- All other customers will pay in the ParkWise Office at 110 E Pennington St., Suite 150 payment is due on the 1st of each month.

Vehicle Access

The garage is entered and exited by a fully automatic magnetic bar card access system. Once your card is issued, the ParkWise Office will program the card readers to accept it. You will also be given a sticker for your car. **The sticker must be placed on the rear window driver's side of your car so it can be easily seen by a Traffic Enforcement Agent or garage security.**

Access Card

When using the access card to enter and exit the garage, swipe the card in a continuous motion – remove card and gate arm will go up. Do not leave your access card in your car as extreme heat or sunlight will warp the card and you may be subject to a \$25 replacement fee. In the event that you are denied access to the parking facility due to a damaged card, or other unforeseeable/special event, that does not permit access, please contact the ParkWise Office as soon as possible. Pending resolution of the problem, ParkWise may instruct you to park at the next available ParkWise facility. **ParkWise will not reimburse parkers denied access to a ParkWise facility for fees they incur by parking at a non-ParkWise operated facility.**

All Library garage cardholders are 100% responsible for they're access cards. In the case of theft, losses, or damage, notify the ParkWise Office at 791-5071 immediately and a new access card will be issued.

There is a \$25 replacement fee for lost or stolen access card. If the access card is found within 30 calendar days after loss, the replacement fee will be reimbursed. The ParkWise office will process the necessary paper work through the City Accounting Department for your reimbursement. You should receive the reimbursement in two or three weeks. There is no reimbursement after 30 calendar days. Damaged access cards may be brought to the ParkWise Office and it will be replaced with a new one free of charge.

Miscellaneous

All garage cardholders must not loan out, sub-contract, or transfer their parking card to any other individual. There is a waiting list for this facility and to circumvent this system is not fair to those waiting for parking spaces. Any abuse or violation of this will result in loss of parking privileges for duration of employment. Access cards may be used for any personal vehicle with a valid Library sticker used by the employee. However, the access card and gate system at the garage is designed to prevent an employee from entering the garage with a card and then “passing it back” to someone else for them to enter.

Rates

Per space rate in this facility is \$85.00 per month. For those with the “payroll deduction” option the amount will be \$39.23 per pay period. All other monthly parkers in the Library Garage will be charged \$85.00 per month; **payment is due on the 1st of every month.** Failure to make payment may result in your parking privileges being revoked and your access card being removed from the system. Customers who drive motorcycles will be billed at half of the current monthly rate.

Cancellation

- Upon leaving employment, or just wanting to cancel parking privileges, the access card must be returned to the ParkWise Office, 110 E Pennington, Suite 150. You will be responsible for the monthly parking fee including the late fees until the access card has been received by the ParkWise office, and parking has been cancelled.
- City employees must complete a payroll deduction cancellation form in order to stop deductions from their paychecks. They must also turn in their access card to the ParkWise Office, 110 E Pennington, Suite 150.
- Pima County employees who have the pre-pay period option also need to fill out a payroll deduction cancellation form in order to stop deductions from their paychecks. Please call Pima County Finance at 740-8041 or go to 130 W. Congress, 7th floor. You must also turn in your access card with your pay roll deduction cancellation form to Pima County payroll.
- Failure to return your access card will result in a \$25.00 replacement fee at the time of cancellation and automatic removal of card from system

Security

Security personnel (Monday, Tuesday, Wednesday 5:45 a.m. – 9:00 p.m., Thursday, Friday 5:45 – 7:00 p.m., Saturday 7:45 a.m. – 6:00 p.m. and Sunday 12:00 p.m. – 6:00 p.m.) and Traffic Enforcement Agents patrol (Monday – Friday 8:00 a.m. – 5:00 p.m.) this facility throughout the day. They have been instructed to issue warnings and/or citations for those vehicles not displaying proper parking stickers, for improper parking practices, and for misconduct on the garage site. Vehicles should not be left overnight. Parking is a privilege and may be canceled after two warnings or citations. The decision to cancel parking privileges by ParkWise Administration is final.

The City assumes no liability or responsibility for any theft of personal property, vehicles or damage to any vehicle while parking in this facility. Be sure to follow all posted regulations. Remember to drive slow in this facility as there are pedestrians and other motor vehicles moving about. **BE AWARE OF THOSE AROUND YOU.** Any comments, problems, complaints, or suggestions should be referred the ParkWise Office at 110 E Pennington, Suite 150. The ParkWise telephone number is 791-5071.